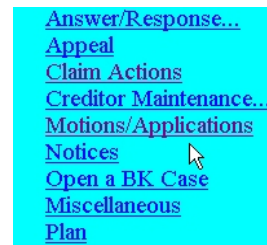
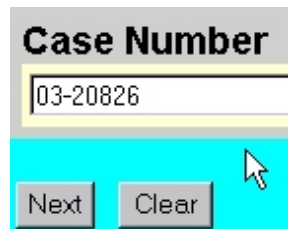


**Motion to Reclassify Claim(s).**

**STEP 1** Select **Bankruptcy** from the *Main Menu*. Click **Motions/Applications** from the *Bankruptcy Events* menu.

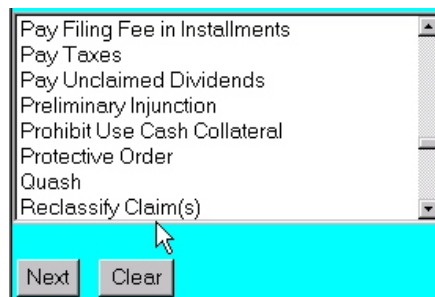


**STEP 2** The **Case Number** screen displays.



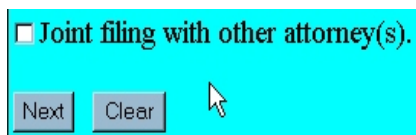
- ◆ **Case Number** - type the case number in YY-NNNNN format.
- ◆ Click **Next** to continue.

**STEP 3** The select type of document being filed screen displays.



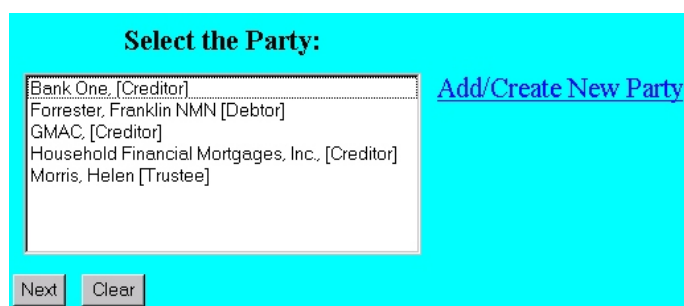
- ◆ Scroll down the list and click on **Reclassify Claim(s)**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.



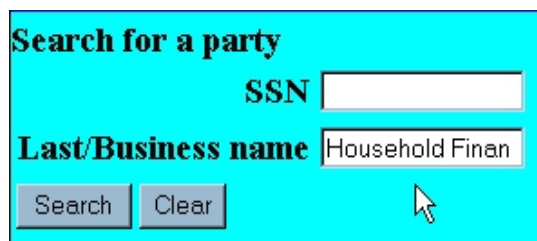
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party:** screen displays.



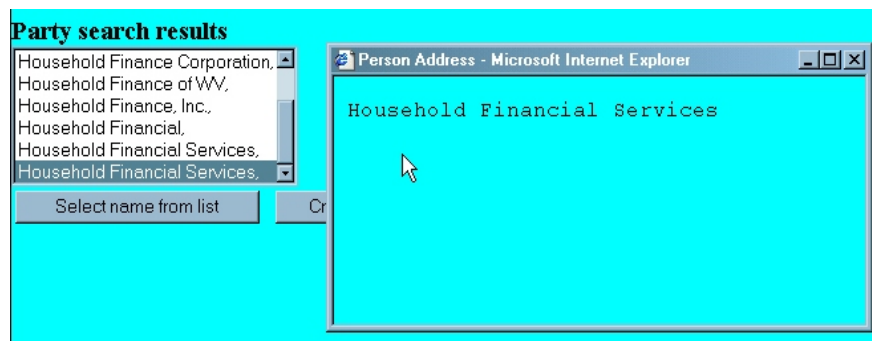
- ◆ If the party's name appears, click on the party's name and skip to **Step 10**;
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

**STEP 6** The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- ◆ Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

**STEP 7** The **Party search results** screen displays.



- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 8**.
- ◆ If party's name is not found, click **Create new party** button and proceed to **Step 9**.

**STEP 8** The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

**STEP 9** If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen displays.

**Party Information**

Last name  First name

Middle name  Generation  Title

SSN  Tax ID

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

**STEP 10** The **Select the Party:** screen displays with your party highlighted.

**Select the Party:**

Household Financial Services, [Creditor]  
 Smith, Mary Jane [Debtor]  
 Wertman, Debra [U.S. Trustee]

- ◆ Click on the **Next** button to continue.

**STEP 11** An **Association** screen may display if no association has been made previously in the case.

- ◆ Click in the box to make the appropriate association.
- ◆ Click on the **Next** button.

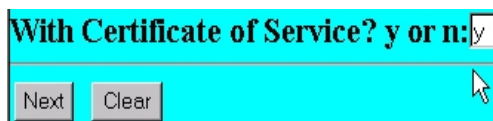
**STEP 12** The **Select the pdf document** screen displays.

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix):
  - ▶ Click on the radio button next to 'Yes.'
  - ▶ Click on the **Next** button.

**STEP 13** The **Attachment** screen displays.

- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add the selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Repeat these steps until all attachments have been added.
- ◆ Click on the **Next** button.

**STEP 14** The **With Certificate of Service** screen displays.

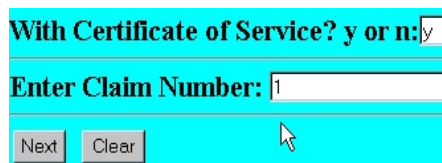


With Certificate of Service? y or n: y

Next Clear

- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a certificate of service is attached.
- ◆ Click on the **Next** button.

**STEP 15** A **With Certificate of Service and Claim Number** screen displays.



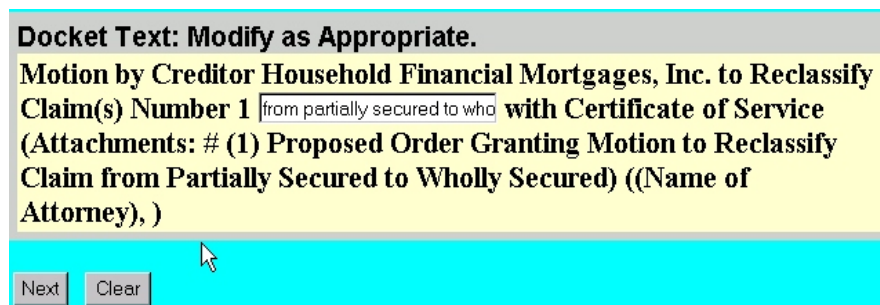
With Certificate of Service? y or n: y

Enter Claim Number: 1

Next Clear

- ◆ Enter a lowercase 'y' if a **Certificate of Service** is included or enter a lowercase 'n' if there is no **Certificate of Service**.
- ◆ Enter the Claim Number.
- ◆ Click on the **Next** button.

**STEP 16** The **Docket Text: Modify as Appropriate** screen displays.



**Docket Text: Modify as Appropriate.**

Motion by Creditor Household Financial Mortgages, Inc. to Reclassify Claim(s) Number 1 [from partially secured to who] with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion to Reclassify Claim from Partially Secured to Wholly Secured) ((Name of Attorney), )

Next Clear

- ◆ Add additional text if needed.
- ◆ Click on the **Next** button.

**STEP 17** The **Docket Text: Final Text** screen displays.

**Docket Text: Final Text**

Motion by Creditor Household Financial Mortgages, Inc. to Reclassify Claim(s) Number 1 *from partially secured to wholly secured*, with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion to Reclassify Claim from Partially Secured to Wholly Secured) ((Name of Attorney), )

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

- ◆ Verify the Final Docket text. If correct, click **Next**.
- ◆ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

**STEP 18** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

**Notice of Electronic Filing**

The following transaction was received from (Name of Attorney), entered on 5/26/2004 at 9:12 AM EDT and filed on 5/26/2004

**Case Name:** Franklin NMN Forrester

**Case Number:** [2:03-bk-20826](#)

**Document Number:** [34](#)

**Docket Text:**  
Motion by Creditor Household Financial Mortgages, Inc. to Reclassify Claim(s) Number 1 *from partially secured to wholly secured*, with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion to Reclassify Claim from Partially Secured to Wholly Secured) ((Name of Attorney), )

The following document(s) are associated with this transaction:

**Document description:** Main Document

**Original filename:** O:\PDFfiles\Bankruptcy - Motion.pdf

**Electronic document Stamp:**  
ECTA\ECF\Bkruptcy - Motion - 2:03-bk-20826 - 5/26/2004 - Filed - 12:51:01